



Family/Group Health & Safety Checklist

Prepared by ND Child Care Resource & Referral Health Consultant Team

Indoor Environment	Yes	No	N/A	NOTES
1. All electrical outlets are covered. Safety plugs do not fit into a toilet paper tube.				
2. Adult scissors, knives, paper shredders, and other sharp or pointed objects are stored out of the reach and out of sight of children (not on the counter).				
3. Breakable items are kept out of the reach of children.				
4. Railings around stairs are spaced less than 3 ½” apart. If space is greater than 3 ½”, a protective barrier (ex. netting) is used.				
5. Furniture and equipment are in good repair (check for broken toys, accessories, etc.). Hardware in furniture/equipment is recessed and securely fastened. Furniture has no sharp edges at a child’s eye level.				
6. Magnets are not used by children under 6 years old.				
7. To minimize the risk of lead-contaminated toys: the CPSC website www.cpsc.gov is checked for recalled toys; non-brand toys, toys from discount shops/private vendors, old toys, toys with chipping paint, and costume jewelry are not accessible to children.				
8. Strings/cords on toys are 12” or shorter; s traps on hats and guitars are removed; purses/bags have short straps or are tied; telephone cords are out of reach to prevent strangulation.				
9. For children under 3 years of age, toys/objects are larger than 1 ¼ “ in diameter and 2 ¼ “ in length. Round objects are 1 ¾ “ or larger. Use toilet paper tube to measure				
10. Window cords are tied up/out of reach to prevent strangulation.				
11. Cleaning products are labeled and stored in their original containers (except bleach solution). Cleaning products and other hazardous products are in locked cabinets or in high cabinets/ places out of children’s reach. Cleaning products are kept separate from food in cabinets.				
12. Water that may be in direct contact with children is no more than 120 degrees F.				
13. There is a plan for escape in case of fire and tornado, and practice drills are held and recorded each month.				
14. Medications, razors, mouthwash, hair dryers, curling/flat irons, and other hazardous bathroom items are stored out of the children’s reach and sight.				
15. Firearms, ammunition, and other weapons are stored in locked cabinets, and firearms are unloaded whenever children are in care. Firearms and ammunition are stored separately.				
16. Smoke detectors and fire extinguishers work properly, and batteries are functioning. Detectors are tested monthly and batteries are changed twice a year.				

Indoor Environment - continued	Yes	No	N/A	NOTES
17. Fireplaces, woodstoves, baseboard heaters, radiators, or space heaters have unmovable protective guards/screens and are separated from objects by 3 feet of space, or are not used when children are present.				
18. Matches, lighters, and cigarettes are out of the reach of children.				
19. The first aid kits for the home and car (if provider transports) are fully stocked, readily accessible, and kept out of the reach of children.				
20. The TV is enclosed, anchored or pushed back against the wall so that children cannot get to its back. The TV stand/entertainment center is large/strong enough to support the size of the TV. Nothing is placed/stored on top of the TV.				
21. Climbing equipment (including slides) indoors is 18" or lower in height.				
22. No plastic bags, foam, or Styrofoam objects are accessible to children under 3 years of age.				
23. All art supplies state they conform to ASTM D 4236 or have the "AP" seal from the ACMI.				
24. Gates to stairways and areas not for children's use are in place and secured. Gates at the top of stairs are mounted to the wall. Caregivers do not step over gates.				
25. There are working latches or safety locks on doors to places that are off limits to children.				
26. Balloons/latex gloves are not accessible to children under 8 years old.				
27. Adult purses and diaper bags are out of reach of children.				
28. Floors are kept dry and there are no slippery throw rugs. Toys are picked up after use to prevent tripping/falls.				
29. Parents' and other emergency numbers are up-to-date and posted by the phone.				
30. Furniture is arranged to provide optimal supervision and to allow for clear exits in case of an emergency.				
31. Tall furniture (over 4 feet) is mounted to the wall.				
32. Electrical cords on equipment and appliances are not frayed; cords are secured and/or out of children's reach.				
33. There are no indoor poisonous plants (see Plant Guide brochure).				
34. Finger-pinch protection devices are installed wherever doors are accessible to children.				
35. An operating flashlight is available for use in case there is a power failure. Extra batteries are available if needed.				
36. Infant equipment (car seats, bouncers, Bumby chairs, etc.) is not placed on any elevated surface or near top of stairs.				
37. Safety straps are always used when a child is placed in a piece of equipment (ex. high chairs, swings, etc.), except for safety straps on diaper pads/changing tables.				
38. Infants are placed in a safe place when provider is unable to directly supervise (ex. when using the bathroom).				
Outdoor Environment	Yes	No	N/A	NOTES
39. Outdoor areas are maintained and are clean and safe; no trash, broken equipment/toys, sharp objects, splinters, glass, animal waste present.				

Outdoor Environment - continued	Yes	No	N/A	NOTES
40. Outdoor stationary playground equipment is stable and anchored. Equipment does not wobble or tip when shaken.				
41. No objects or obstructions are under or around equipment where children might fall.				
42. Climbing equipment is a maximum height for age. One foot of height per year of age of child. (ex. 3 feet for 3 year olds)				
43. All pieces of outdoor playground equipment over 18" in height are placed over 9" of protective surfaces (sand, wood chips, mulch or approved rubber mats).				
44. All play equipment surfaces are smooth, splinter-free, free from loose-fill materials and dry.				
45. Protective surfaces (sand, wood chips, mulch or approved mats) under outdoor play ground equipment extend at least 6 feet beyond the perimeter of the equipment.				
46. All fixed outdoor playground equipment has a minimum of 6 feet clearance space from walkways, buildings and other structures that are not used as part of play activities.				
47. Openings on outdoor playground equipment, fences, decks, and handrails are either less than 3 and 1/2" or greater than 9" wide. If space between slats/railings is greater than 3 1/2" around elevated decks, a protective barrier (ex: netting, lattice, etc.) is used.				
48. The outdoor play area is enclosed with a fence or natural barrier that allows observation of children.				
49. Outdoor fences/barriers have at least two exits.				
50. Outdoor fences/barriers have self-closing gates with self-latching mechanisms that can not be opened by children.				
51. Vehicles are kept locked when not in use.				
52. No water is left standing in buckets or tubs. Wading pools are emptied when not in use.				
53. Above ground pools and hot tubs are covered and ladders are removed.				
54. There are no poisonous plants or trees with thorns, berries or seeds that could be ingested. (See plant guide).				
55. There are no frayed cables, worn ropes, and no chains that could pinch. Ropes are attached on both ends. Dog leashes are not accessible when not being used.				
56. Lawn mowers, yard tools, power tools, chemicals etc. are stored out of the children's reach. Keys are removed from lawn mowers, ATVs etc.				
57. Sheds are kept locked.				
58. Riding toys, wagons, and strollers are in good repair (screws tightened, safety belts working and used).				
59. First aid kit and phone are taken outside or on a field trip in case of an emergency.				
60. Helmets are worn when children use riding toys or wheeled equipment (bikes, trikes, skateboards, scooters, etc.). Helmets are removed when children are no longer using riding toys or wheeled equipment. Helmets are not worn by children under one year of age.				
Sanitation	Yes	No	N/A	NOTES
61. Bleach solution or EPA registered product is used for sanitizing & disinfecting.				
62. If bleach solution is used, it is mixed daily. Surface/item is cleaned before applying bleach solution.				

Handwashing	Yes	No	N/A	NOTES
63. Children's handwashing sinks(s) are accessible by a step stool. Step stools are sturdy, have wide base and rubber tread.				
64. Liquid/foam soap, running water, and disposable towels are always accessible for handwashing.				
65. Providers clean their hands at least at the following times: before bottle/food prep and/or service, before/after eating, after diapering, after toileting, after handling body fluids (first aid, handling mouthed toys, wiping noses, etc), after being outside, and before/after administering medication.				
66. Children clean their hands at least at the following times: upon arrival, before/after eating, after diapering/toileting, before/after using sensory table/play dough, after playing outside, and after blowing/wiping their nose.				
67. Hand sanitizers are used only by adults and children over 24 months.				
68. Hand sanitizers are kept out of reach of children and used with close supervision.				
Oral Health	Yes	No	N/A	NOTES
69. All children (over 35 months) brush their own teeth or have their teeth brushed at least once a day.				
70. Toothbrushes are labeled with child's name and stored properly (bristles up, open to air, not touching, away from toilet.)				
71. Each child has their own toothpaste. If tube of toothpaste is shared, it is placed on a paper towel or paper cup instead of directly on each toothbrush. Toothpaste is not required.				
72. Tooth brushing is done at a sink that is not used for diapering/toileting or is disinfected before use.				
73. Toothbrushes are replaced every 3 months and if child has had case of strep throat.				
Healthy Practices	Yes	No	N/A	NOTES
74. Children are taken outside daily, unless weather conditions are extreme.				
75. Windows are opened daily for fresh air.				
76. Children and providers practice proper cough/sneeze etiquette.				
77. Coats and other personal items are stored separately without touching.				
78. Mouthed toys are picked up after use and sanitized daily.				
79. Pacifiers are labeled, stored open to air, and separate from diapering area.				
80. Air quality: There are no bad odors or fumes (ex. tobacco, mildew, urine/excrement, chemicals). No chemical air fresheners are used (ex. plug-ins, sprays, diffusers, candles, etc.)				
Food Preparation / Eating	Yes	No	N/A	NOTES
81. No perishable food/beverage is left out of the refrigerator for more than one hour.				
82. Food preparation and eating areas, including counters, tabletops, and highchair trays are cleaned/sanitized before and after food prep/meals. Floors are cleaned/swept after meals/snacks.				
83. Food preparation areas are separate from the toilet, bathroom, and diaper-changing areas.				

Food Preparation / Eating - continued	Yes	No	N/A	NOTES
84. Refrigerators have a thermometer and are equal to or less than 39 degrees F. Thermometers are checked daily.				
85. A current weekly menu of all food and beverages served in the program is posted.				
86. Children under 4 years old are not served food that causes choking. Food is cut into ¼" pieces for infants, ½" for toddlers.				
87. Children are closely supervised when they are eating.				
88. Infants are held when given a bottle or closely supervised. Bottles are never propped.				
89. The sink used for bottle/food prep/service is not used for diapering/toileting or is disinfected before use.				
90. All bottles are labeled with the child's name and time prepared/warmed.				
91. Unfinished bottles are discarded after feeding.				
92. Bottles are heated in warm water or bottle warmer. Microwaves are not used to heat bottles or infant food.				
93. Breastmilk is heated separately from other bottles in individual containers of warm water.				
94. The temperature of bottles and food are tested before serving to children.				
Diapering	Yes	No	N/A	NOTES
95. Diapers are visually checked at least every 2 hours.				
96. Diaper-changing procedure is followed (see handout).				
97. Diaper-changing surface is water-resistant, non-absorbent and free of cracks/tears.				
98. Diaper-changing surface is cleaned and disinfected after each use.				
99. Soiled diapers are directly disposed of in a covered, plastic-lined receptacle operated by a foot pedal.				
100. Children are not allowed to stand on the diapering surface.				
101. Soiled clothing is placed in a plastic bag after changing and stored for parent pick-up.				
102. Diaper ointment/creams are stored out of the reach of children. Diaper powder is not recommended to use.				
103. Diapering is done in an area separate from kitchen/eating area.				
104. Kitchen sink is disinfected if used for handwashing after diapering.				
105. Safety strap on changing pad/table is not used. Provider keeps hand(s) on child at all times.				
Sleeping / Napping	Yes	No	N/A	NOTES
106. All infants under 12 months are placed completely flat on their backs to sleep.				
107. Infants sleep only in safety approved cribs/playpens with a tight fitting firm mattress (for playpens – only the manufacturer's pad is used), not in any other equipment (swing, bouncer, car seat, etc).				
108. No soft bedding/items are accessible to infants under 12 months in their sleeping area.				
109. Infants heads are always uncovered. Bibs are removed. Pacifiers are not clipped to clothing.				
110. Infants are not swaddled once they reach 2 months of age.				

Sleeping / Napping - continued	Yes	No	N/A	NOTES
111. Infants do not sleep with blankets. *Written parental permission required to use blanket				
112. Properly fitting fitted sheets are used for cribs and playpens. Mattress/pad maintains shape when fitted sheet is used. Sheets are laundered weekly, sooner if soiled. If crib/ playpen is used for more than one child, sheets are changed between users.				
113. Infant monitor is used and all children are visually checked at least every 15 minutes if provider is unable to remain in the same room with the children when sleeping.				
114. Children are spaced 3 feet apart, separated by a solid barrier, or alternated head to feet when sleeping.				
115. Nap items (blankets, pillows, stuffed toys) are laundered weekly, sooner if soiled.				
116. Nap items are stored separately for each child.				
117. Nap mats/cots are disinfected daily if not labeled, weekly if labeled.				
Special Needs	Yes	No	N/A	NOTES
118. All children with diagnosed special health needs have a current care plan signed by a health care provider and parent/guardian, as well as a release of information form signed by parent. *Licensing only requires a care plan be signed by a parent.				
119. Each care plan is reviewed and renewed at least yearly.				
120. Emergency medication (ex. EpiPen) and equipment included in each child's care plan are always available at the child care program and when the child is taken off site during child care hours.				
121. Emergency medication is stored out of reach of children at all times (it is not recommended to lock up the emergency medication for quick administration).				
122. The physical environment is safe, secure and free of barriers that limit or prevent access and mobility.				
Medication Administration	Yes	No	N/A	NOTES
123. Medications are stored out of the reach and sight of children; medications are in their original and childproof container, and labeled with the child's name.				
124. Over-the-counter medications are only given with written instructions and permission from the child's parent/guardian. (In order to reduce the likelihood of a parent lawsuit, it is recommended to obtain written instructions and permission from a health care provider and the child's parent/guardian).				
125. Prescription medication is only given with written instructions and permission from a health care provider and the child's parent/guardian. The label on the prescription medication can serve as the written instructions and permission from the health care provider.				
126. Written parental permission is obtained before applying any product to a child. Examples of over-the-counter products: sunscreen, insect repellent, diaper cream/ointment, lotion, etc.				

Adapted from :
 CCHP Health and Safety Checklist – Revised, CCHP, 2005.
 Child Care Health & Safety Daily Checklist, Early Childhood Center Indiana Institute on Disability and Community Quality Inclusive Child Care Checklist, CCHP, 2008.
 CFOC, 3rd Edition
 Revised 5/16